



CITY OF SAN ANTONIO  
DEVELOPMENT SERVICES  
**TRANSMITTAL**  
**For Address Plat**

**FROM:** Consultant: \_\_\_\_\_ Date: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E: Mail \_\_\_\_\_

**TO:** Land Development Services

**ATTN:** GIS/House Numbering

**Addressing is not on the Land Development/Subdivision distribution list. You are encouraged, however, to submit for addressing as soon as possible which can be in conjunction with a working plat.**

**PLEASE COMPLETE ALL BLANKS**

Plat I.D. # \_\_\_\_\_ Plat name: \_\_\_\_\_ (Copy attached)

☐ Addressing fees: \_\_\_\_\_ (\$50.00 for 10 lots or more per plat)

☐ Is this Commercial: \_\_\_\_\_ Residential: \_\_\_\_\_

Town House: \_\_\_\_\_ Condominium: \_\_\_\_\_

Apartments: \_\_\_\_\_ Duplex: \_\_\_\_\_

Name of Master Development Plan: \_\_\_\_\_

If this project is surrounded by multiple streets, what street is this building fronting: \_\_\_\_\_

☐ Existing Building/Site Address: \_\_\_\_\_

☐ Is there a current Plat Deferral on file for this plat: \_\_\_\_\_

☐ Is this a re-submittal : \_\_\_\_\_

- If your plat is amended in any way prior to recordation, i.e. increase or decrease in lot numbers, and if it will have an effect on the addressing scheme in any way, please resubmit for correction.
- If this is a commercial project with multiple tenants please provide a floor plan prior to permitting for suite numbering. Suite numbers are assigned at every 20 to 25 feet in order to reserve suite numbers for future tenants.

**Guidelines for Addresses: An address must be in sequence with surrounding addresses. When vacant land is developed, a road address is reserved for every 50 feet of road frontage. Even-numbered addresses are on the east and south side of roads; odd numbers are on the west and north sides. Buildings with apartments, suites or offices, and retail space must have interior addresses as well as a road address, example 1021 Jones Way, Apt. 401. Alphabet characters such as A, B, C are not allowed for suites or apartments. Partial numbers such as ½ are not allowed.**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This transmittal is for requesting an address plat **only**. Use only one transmittal for each plat being submitted. Do not include multiple divisions under this transmittal. This transmittal is **not** for mapping or legal requests. Submit directly to the GIS section.

9/17/2004